

**UNITED STATES DISTRICT COURT  
DISTRICT OF COLORADO  
901 19<sup>th</sup> Street, Denver, Colorado 80294**

**VACANCY ANNOUNCEMENT**

**Civil Docket Clerk**

Announcement No. 07-08-USDC

Opening Date: March 15, 2007

Position Closes: March 29, 2007

Applications will be reviewed as received, interviews will be scheduled as soon as possible, and an employment offer will be extended to the most qualified candidate

Annual Salary: CL 24 Step 1 - CL 25 Step 25 (\$33,748 - \$45,597)

Specialized experience / court preferred skills may qualify for placement above CL 25 Step 25

This is a full-time permanent position with the Clerk's Office of the United States District Court for the District of Colorado. Full federal government benefits are available. Successful employment with the U.S. Courts is based on acceptable performance and is an at-will employment opportunity.

Position Overview: The Docket Clerk is responsible for maintaining and processing case information and managing the progression of cases from opening to final disposition, in accordance with approved internal controls, procedures, and rules. The position is directly supervised by the Civil Case Processing Supervisor.

**Representative Duties**

- \*Clearly and concisely extract necessary information from pleadings to be placed on the automated docket system.
- \*Make summary entries of documents and proceedings on the docket. This includes, but is not limited to, such things as pleadings, petitions, motions, complaints, minutes, and orders.
- \*Assist in case management by ensuring that all automated entries are appropriately linked for proper case management.
- \*Work closely with judicial support staff and courtroom deputy clerks on matters dealing with case management.
- \*Perform quality assurance review of summary entries and documents attached thereto; collect, compile, and report statistical data.
- \*Prepare and transmit, as may be necessary, to appropriate parties, judgments and orders.
- \*Public interaction required to answer inquiries on case status and electronic case filing procedures/policies.
- \*Open cases upon receipt of initiating documents. Close cases upon receipt of terminated documents, such as judgments and closing orders.
- \*Perform other duties as assigned by the Clerk, Chief Deputy Clerk, and the Docket Supervisor.

**Minimum Qualification Requirements**

Requirements include high school graduate or equivalent and a previous experience where effective communication was utilized and progressively responsible legal administrative work experience, requiring the regular and recurring application of clerical procedures involving the routine use of specialized terminology, keyboard skills, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Extremely fast-paced position requires incumbent to present a professional demeanor at all times, be extremely detail-oriented, and possess strong organizational and communication skills. Demonstrated knowledge of Windows 98/WordPerfect 12.

### **Desirable Qualifications**

Familiarity with CM/ECF (Case Management/Electronic Case Filing) system of the U.S. District Court. Familiarity with the Federal Rules of Civil Procedure, and Local Rules of Practice.

### **How to Apply:**

Submit completed and signed U.S. Courts Application (found at [www.cod.uscourts.gov](http://www.cod.uscourts.gov)) referencing vacancy #07-08-USDC to: Human Resources Division, 1929 Stout Street, Suite C102, Colorado 80294 or via facsimile to 303-335-2495

### **Information for Applicants:**

Due to the volume of applications usually received, receipt of individual applications will not be acknowledged. Applicants will be contacted only if selected for an interview.

All applicants selected for interview will be tested based on ability to meet required qualifications stated above.

**THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER**

Employees are required to use the Electronic Funds transfer (EFT) for payroll deposit.

Full federal government benefits overview available at [www.cod.uscourts.gov](http://www.cod.uscourts.gov)

Applicants must be a U.S. citizen or eligible to work in the United States. The federal immigration and appropriations law significantly limits the circumstances in which the federal judiciary may employ a non-citizen of the United States. Therefore, the U.S. Courts is responsible for ensuring that all new employees are eligible to work in the United States by reviewing one of the employment eligibility documents specified on the Form I-9 (Employment Eligibility Verification) before placing the selected candidate on federal payroll.

Proof of eligibility status will be required.

The selected candidate will be subject to a technical fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of permanent employment. Employment will be considered provisional until background check is completed and favorable suitability is determined.

